

RECRUITMENT AND EXAMINATION ANNOUNCEMENT

Open to All Qualified Candidates

TITLE: **Deputy Director, Procurement (DOT Executive III) (8030) - Executive Service**
Executive Service positions serve at the pleasure of the Appointing Authority.

SALARY RANGE: **\$61,496 - \$98,745 (Grade 22)**

Employees of the State of Maryland are offered a generous benefits package including paid annual leave, sick leave benefits, paid observed State holidays, paid personal days and many other benefits.

LOCATION: **Baltimore, MD**

CLOSING DATE: **July 22, 2013**

POSITION DESCRIPTION: The Maryland Transportation Authority (MDTA) is recruiting for the position of Deputy Director within the Division of Procurement (DOP). This position is responsible for assisting with the development, oversight and administration of all procurements and other contractual agreements for the MDTA. The DOP is responsible for Architectural/Engineering (A/E), Commodities, Maintenance, Construction, Services, Fleet, Information Technology, and Credit Card procurements. The core responsibilities of the Deputy Director include staff and resource management in the day to day operations of the office to include: staff assignments and delivery, staff evaluations, and serving as the alternate office signatory authority. The incumbent reports directly to the Director of Procurement and supervises Senior Procurement Officers, and other procurement professionals. This position provides procurement advice to the Executive Secretary, Chairman/Secretary and MDTA Board Members in the absence of the Director. In the absence of the Director, this position also represents the MDTA and presents procurement items for approval to the MDTA Board, the Transportation Professional Services Selection Board, the Board of Public Works and, as needed, at the Maryland State Board of Contract Appeals.

PREFERRED QUALIFICATIONS:

EDUCATION: Possession of a bachelor's degree from an accredited college or university.

For education obtained outside the U.S., you will be required to provide proof of the equivalent American education as determined by a foreign credential evaluation service.

EXPERIENCE: Eight years of professional contract management or procurement experience involving duties such as: soliciting, evaluating, negotiating and awarding contracts and ensuring compliance with Federal and State procurement laws, regulations and conditions. Four years of this experience must have involved supervising other employees or developing public sector procurement policies and procedures.

The ideal candidate should possess a Professional Procurement Certification such as, Certified Public Purchasing Officer (CPPO), Certified Public Purchasing Buyer (CPPB), and/or other professional procurement certification such as Certified Purchasing Manager (CPM).

Notes:

1. Professional or paraprofessional contract management or procurement experience may be substituted on a year for year basis for up to four years of the required education.
2. Additional graduate education at an accredited college or university may be substituted at the rate of thirty credit hours for each year of the required general experience.
3. Applicants may substitute CPM or CPPO certification for the required education and three years of the required non-supervisory experience
4. Applicants may substitute Certified Professional Contracts Manager (CPCM) or CPPB certification for the required education and two years of the required non-supervisory experience.

It is essential that you provide complete and accurate information. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for.

APPLICATION PROCESS:

Please apply on-line at: <https://jobs.mdot.state.md.us> or submit an application (TSHRS Form DTS-1) form to:

MARYLAND TRANSPORTATION AUTHORITY
Recruitment and Examinations Office
305 Authority Drive
Baltimore, Maryland 21222

RESUMES CANNOT BE SUBSTITUTED FOR THE TSHRS (DTS-1) EMPLOYMENT APPLICATION. For an application, Form DTS-1, please call 410-537-7553 or you may download a copy from our website: www.mdt.state.md.us.

All applications must be received by July 22, 2013. No postmarks accepted. Reasonable Accommodations for persons with disabilities will be provided upon request.

Please be advised that the State of Maryland is dedicated to a drug-free workplace, and as a result, employees are subject to the State's Substance Abuse Policy to include possible drug testing. Qualified applicants will be subject to background and reference checks.

Note: The Maryland Transportation Authority is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

Relay Service: 1-800-735-2258
Issue Date: 07/8/13

AN EQUAL OPPORTUNITY EMPLOYER

TTY Number: 711